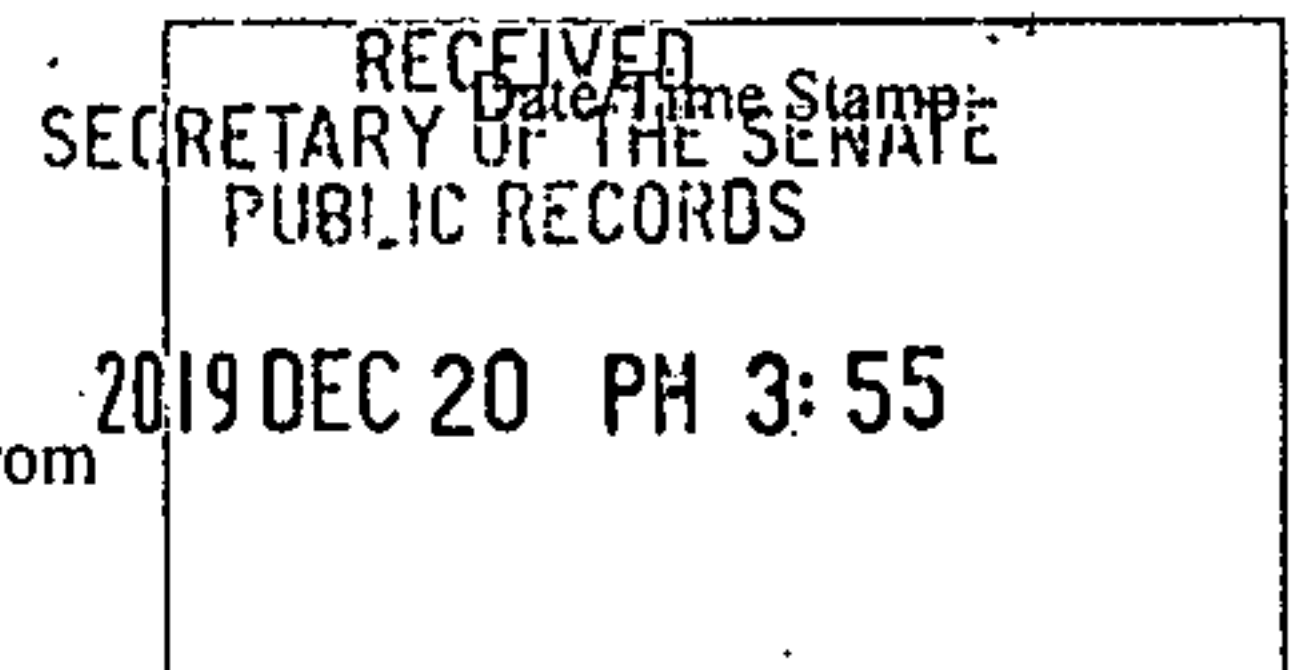


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange (JCIE/USA)

Travel date(s): December 6-7, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT** INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$349.30	\$219.00	\$70.75	None
<input checked="" type="checkbox"/> Actual Amount				

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Serve as guest speaker at a seminar on "The Congressional Agenda: Implications for

US-Japan Relations", roundtable with US-Asia experts, dinner meeting.

12/20/19 Philip Austin

(Date)

(Printed name of traveler)

Philip Austin

(Signature of traveler)

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:**

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/20/19

(Date)

Pat Austin

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

PHILIP AUSTIN

Name of Traveler: \_\_\_\_\_

SENATOR ROBERTS

Employing Office/Committee: \_\_\_\_\_

JAPAN CENTER FOR INTERNATIONAL EXCHANGE (JCIE/USA)

Private Sponsor(s) (list all): \_\_\_\_\_

DECEMBER 6, 2019 - DECEMBER 7, 2019

Travel date(s): \_\_\_\_\_

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

NEW YORK, NY

Destination(s): \_\_\_\_\_

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am Senator Roberts' primary advisor on tax and economic policy. In this role, I work on matters relating to U.S.-Japan relations, and was invited to speak on this topic.

Name of accompanying family member (if any): \_\_\_\_\_ N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

11/15/2019  
(Date)

Philip A. Austin  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):  
SENATOR PAT ROBERTS

PHILIP AUSTIN

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

11/15/2019  
(Date)

Pat Roberts  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange (JCIE/USA)
2. Description of the trip: Serve as a guest-speaker for US-Japan Seminar on "The Congressional Agenda: Implications for US-Japan Relations" and engage in meetings with US-Japan relations experts
3. Dates of travel: December 6--December 7, 2019
4. Place of travel: New York, NY  
Philip Austin, Legislative Assistant, Office of Senator Pat Roberts
5. Name and title of Senate invitees: Ian Nicholson, Investigator, Senate Committee on Finance
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



00  
00  
00  
00  
00  
00  
00  
00  
00  
00  
00  
00

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

---

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

\_\_\_\_\_

- Briefly describe each sponsor's prior history of sponsoring congressional trips:

- \_\_\_\_\_

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE organizes various policy dialogues and research initiatives on foreign policy issues and common challenges facing the US and Japan, including on issues such as global health cooperation, humanitarian assistance and development, women's leadership, etc.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$367	\$219	\$76	none

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The event is arranged specifically with regard to Congressional participation (i.e to have Congressional staff as guest speakers)

18. Reason for selecting the location of the event or trip

JCIE is based in New York, and New York is the center of the US-Japan business community in the United-States

19. Name and location of hotel or other lodging facility:

Hotel Edison, New York City

20. Reason(s) for selecting hotel or other lodging facility:

Affordable price, short distance to event

**SECRET**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Food and lodging expenses are equal to or under the maximum per diem rate

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Train - business class (Washington DC-New York) and coach class (New York- Washington DC)

Taxi - standard taxi service for ground transportation in New York City

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: James Cannon

**Name and Title:** James Gannon, Executive Director

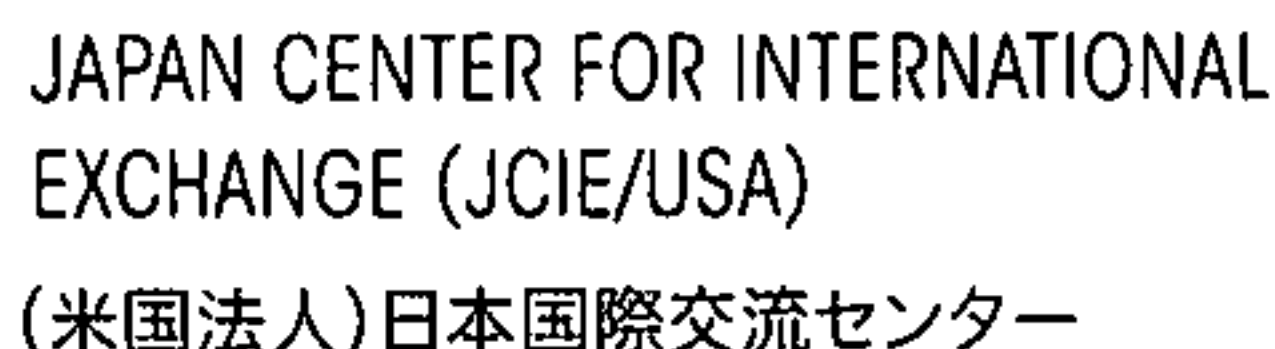
Name of Organization: Japan Center for International Exchange (JCIE/USA)

**Address:** 475 Riverside Drive, Suite 731, New York, NY, 10115

Telephone Number: 212-679-4130

Fax Number: 212-679-8410

E-mail Address: [jgannon@jcie.org](mailto:jgannon@jcie.org)



475 Riverside Drive, Suite 731  
New York, NY 10115  
Tel. 212-679-4130  
[www.icje.org](http://www.icje.org)

## Friday, December 6

8:00-10:49 Amtrak to NY Penn Station

11:00-11:30 Taxi to 1221 Avenue of the Americas

11:40-11:55	Pre-panel briefing
-------------	--------------------

12:00 **Seminar: "The Congressional Agenda: Implications for US-Japan Relations"**  
*Panel discussion on the likely direction of trade policy, tax policy and other key policy initiatives and what these are likely to mean for US-Japan relations. Attendees will include approximately 30 senior business executives, government officials, and policy experts from the US-Japan community*

**12:00-12:15**                      **Registration, get buffet lunch**

12:15-12:30	Welcome & Opening Remarks
-------------	---------------------------

**James Gannon, Executive Director, JCIE/USA**

12:20-12:50 Initial remarks by guest speakers

12:50-13:55	Discussion
-------------	------------

13:55-14:00	Closing remarks
-------------	-----------------

14:00-14:30	<b>One-on-One Discussion with Seminar Participants</b> <i>One-on-one discussions about economic and tax policy with seminar participants, including CEO's &amp; senior business executives, diplomats, and US-Japan policy experts</i>
-------------	---

14:30-15:00	Travel to hotel, check-in, and drop-off bags
-------------	--

15:15-16:00 Travel to JCIE Offices (475 Riverside Drive)

**16:00-17:30      Roundtable with Up-And-Coming Leaders on Challenges and Opportunities in US-Japan Relations**

**Invitees:**

Takako Hikotani, Gerald L. Curtis Associate Professor of Modern Japanese Politics and Foreign Policy, Columbia University

Atsuko Geiger, Fellow, JCIE/USA

Rorry Daniels, Deputy Project Director, Forum on Asia-Pacific Security, National Committee on American Foreign Policy

Moto Ono, Program Director, Intellectual Exchange Program, Japan Foundation Center for Global Partnership

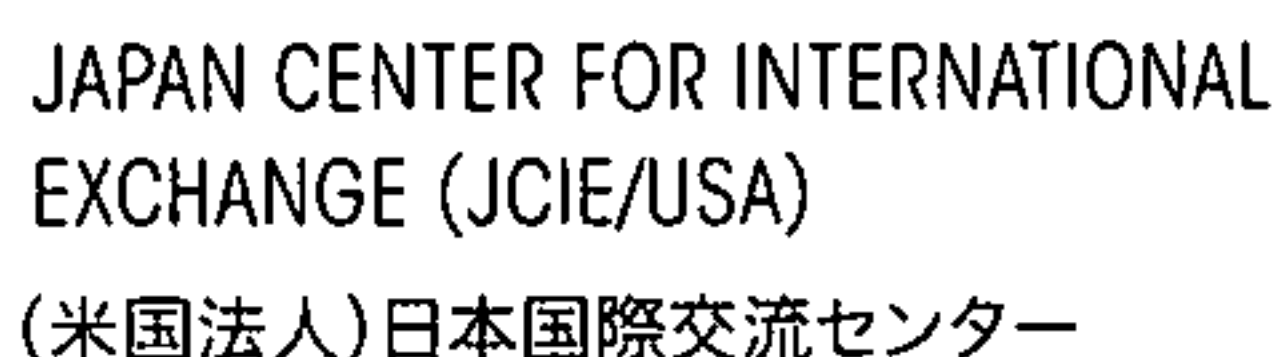
Tomoko Okuno, Director of Business and Policy Programs, Japan Society  
+ 8-10 Others

**17:45-18:15**      **Pick up items at JCIE Offices**

100-443887-100







475 Riverside Drive, Suite 731  
New York, NY 10115  
Tel. 212-679-4130  
[www.jcie.org](http://www.jcie.org)

Mr. Philip Austin  
Legislative Assistant  
Office of Senator Pat Roberts  
109 Hart Senate Office Building  
Washington, DC 20510

I am writing to ask you to serve as a speaker for a seminar on the "The Congressional Agenda: Implications for US-Japan Relations" that is being sponsored by the Japan Center for International Exchange (JCIE/USA). This will be held in New York City over lunch on Friday, December 6, 2019 (12:00~2:00 pm).

In addition, we will schedule a number of smaller meeting and roundtables with up-and-coming leaders in US-Japan relations, to give opportunities to think about how US-Japan relations are seen on Capitol Hill and to deepen mutual understanding among legislators and aides.

As you know, JCIE/USA is a New York-based 501(c)(3) nonprofit organization, and the event is being organized as part of our US Congressional Staff Exchange Program, which has involved nearly 300 senior Congressional staff members in dialogues with top Japanese leaders.

The seminar will include 25~40 senior leaders in US-Japan circles and the US-based Japanese business community, and we aim to have a lively discussion on a range of key issues that affect US-Japan relations. Given your current responsibilities and your prior participation in the US Congressional Staff Exchange Program, I am confident that the participants will find your insights stimulating and informative.

We will plan to cover your transportation to New York, one night's hotel stay, and relevant meal costs in keeping with Congressional travel regulations. Thank you very much for considering this invitation, and I do hope you will be able to join us.

Sincerely,

James Gannon  
Executive Director

CO  
CO  
CO  
CO  
CO  
CO  
CO  
CO  
CO  
CO  
CO